

BACKUP SAMPLE FOR INVOICING

Please number the pages of backup in order of the charges on the break down sheet.

Please number the receipts and reference all receipt no. and page nos. with the total.

Direct Expenses

Name	Date	Page #	Miles	\$0.51	Total amount
John Smith		5	935	\$0.51	\$476.85

Lodging – How many people in room?

Names	Date	Page #	Receipt #	Nights	Per night	Total amount
John Smith	3/1/15	10	326458	2	\$67.50/night	\$135.00

Rental Car – No. of people

Name	Date	Rental Car	Page #	Receipt #	Total amount
Joe Smith		AVIS	24	2345	\$54.95

Fuel for Rental Car

Names	Date	Station	Page #	Receipt #	Total amount
-------	------	---------	--------	-----------	--------------

Parking

Name	Date	Airport	Page #	Receipt #	Total amount
------	------	---------	--------	-----------	--------------

Meal per diem

Name	Date	Total/Per diem	Page #	Receipt #	Total amount
------	------	----------------	--------	-----------	--------------

Data Card - same

Airfare – same

Baggage – same

Tolls - same

Cell Phone

Misc.

Total Expenses _____